

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service										4. Employing Office Location										5. Duty Station										1. Agency Position No.																													
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest										9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No										6. OPM Certification No.																																							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither										12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive										13. Competitive Level Code																																							
15. Classified/Graded by										Official Title of Position										Pay Plan										Occupational Code										Grade										Initials										Date									
a. Office of Personnel Management																																																																					
b. Department, Agency or Establishment																																																																					
c. Second Level Review										Bowling Equipment Worker										NA										4819										03										JN										12-31-01									
d. First Level Review																																																																					
e. Recommended by Supervisor or Initiating Office																																																																					
16. Organizational Title of Position (if different from official title)																				17. Name of Employee (if vacant, specify)																																																	
18. Department, Agency, or Establishment																				c. Third Subdivision																																																	
a. First Subdivision																				d. Fourth Subdivision																																																	
b. Second Subdivision																				e. Fifth Subdivision																																																	
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.																				Signature of Employee (optional)																																																	
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that																				this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.																																																	
a. Typed Name and Title of Immediate Supervisor																				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)																																																	
Signature																				Signature																																																	
Date																				Date																																																	
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.																				22. Position Classification Standards Used in Classifying/Grading Position																																																	
Typed Name and Title of Official Taking Action																				OPM FWS JGS Bowling Equipment Repairing																																																	
S. J. NEW																				4819 TS-35 Dec 71																																																	
Principal Classifier																				Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.																																																	
Signature																				Date																																																	
12-31-01																																																																					
23. Position Review										Initials										Date										Initials										Date										Initials										Date									
a. Employee (optional)																																																																					
b. Supervisor																																																																					
c. Classifier																																																																					
24. Remarks																																																																					
25. Description of Major Duties and Responsibilities (See Attached)																																																																					

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:**Bowling Equipment Worker **POSITION NUMBER** 01-055B

**JOB SERIES:** 4819 **PAY LEVEL:** NA-3

**Summary of Duties:** Makes minor corrective adjustments to bowling alley machinery as necessary. Clears ball and pin jams, repairs/replaces foul lights, and performs periodic preventive maintenance on automatic handling equipment such as vacuuming, ball cleaning machines, cleaning turn around pans, ball elevators, and cross conveyors on pinsetters.

Assists with maintaining stock levels and keeping records on spare parts for automatic pinsetter and mechanical equipment. Replaces burned-out fuses and light bulbs and assists in replacement of electrical fixtures, if required.

Cleans, oils, and conditions lane surfaces. May sweep and mop floors. Dusts furniture and fixtures. Cleans walls and rest rooms and replaces washers in faucets, if required. Collects and removes trash. Advises supervisor/manager of unusual maintenance problems.

Performs other related duties as required.

**Skills and Knowledge:** Must have manual dexterity necessary to make minor corrective adjustments to machinery and replace fixtures. Skill in the use of common hand tools and ability to perform limited preventive maintenance such as cleaning and oiling equipment and conditioning lane surfaces. Ability to use common cleaning materials and equipment and to safely operate and adjust bowling equipment.

**Responsibility:** Completes most work assignments without direction. Receives general instruction regarding tasks to be accomplished.

**Physical Effort:** Lifts and carries parts or objects weighing up to 40 pounds. Frequent bending, climbing, stooping, and working in awkward positions.

**Working Conditions:** Works indoors in adequately heated and lighted area. Exposed to loud noises, dust, grease, chemical cleaning solvents, and the possibility of cuts, bruises, abrasions, and electrical shock.